



**IFB NO. 100314-FY21-32
IDA LEE ROOF REPLACEMENT**

ADDENDUM NO. 2

APRIL 29, 2021

ITEM NO. 1: BID OPENING INFORMATION

The bid opening information as shown in Addendum #1 listed an incorrect bid opening time of 3:00 p.m. on Thursday, May 13, 2021. The **corrected information** is as follows:

Bids will be publicly opened on **Thursday, May 13, 2021 at 4:00 p.m.** via Cisco Webex.

- To join the meeting and view the video shared by the Town of Leesburg from your computer, please see the following link(s):
<https://leesburg.webex.com/leesburg/j.php?MTID=m606ba993284416ee4c5922b414157889>
- To join the meeting via phone, please see the following dial-in info:
- Dial In #: +1-415-655-0001
Meeting number (access code): 133 042 0163
- To join from a video system or application:
Dial 1330420163@leesburg.webex.com
You can also dial 173.243.2.68 and enter your meeting number.
- To join using Microsoft Lync or Microsoft Skype for Business:
Dial 1330420163.leesburg@lync.webex.com

ITEM NO. 2 PRE-BID MEETING AGENDA AND SIGN-IN SHEET

Please refer to the pre-bid meeting agenda (Attachment A), presentation (Attachment B), and sign-in sheet (Attachment C) included with this addendum.

Bidders must take due notice and be governed accordingly. This addendum must be acknowledged as indicated in the Invitation for Bid or your bid may not be considered.

***For the Town of Leesburg,
Renée M. LaFollette, P.E.
Public Works & Capital Projects Director
Town of Leesburg, Virginia
Email: CapitalBidQuestions@leesburgva.gov
Bid Board: <http://www.leesburgva.gov/bidboard>***

END OF ADDENDUM NO. 2



Pre-Bid Meeting Agenda
Ida Lee Roof Replacement
IFB No. 100314-FY21-32

Date: Thursday April 29th, 2021
 Time: 10:00 a.m.
 Location: Webex Meeting

- Introductions
- Brief Description of the Project
 - Base Bid – Standing Seam Roof & Skylight Over Primary Pool, Adjacent TPO Roof
 - Bid Alternate 1 – Additional TPO Roof
 - Bid Alternate 2 – Main Hallway Skylight
- Bid Form
 - Bids submitted electronically through eVA (<https://eva.virginia.gov>)
 - Basis of Award – lowest responsive & responsible bidder (cont. upon funding)
 - Alternates will be added in the order they are shown, up to available funding limits
 - Exclude Tax
 - Bids good for 60 days. No escalation clause.
 - Addenda posted to eVA and Town Bid Board
- Bid Opening & Questions
 - Questions due Tuesday May 4, 2021, 5:00pm, CapitalBidQuestions@leesburgva.gov
 - Bids Due by Thursday May 13th, 2021 at 4:00pm
 - Bid opened live on May 13th, 2021 at 4:00pm
 - Bid Bond – 5% of Bidder's Total Price
 - Protest Period – 10 days after Bid Opening
- Schedule & Work Hour Restrictions
 - Substantial Completion: 120 days after NTP
 - Final Completion: 30 days after Substantial Completion
 - M-F, 5:00am-5:00pm except as restricted below,
 - Skylight Glass, Hoisting, Etc. Requiring Building Evacuation – 10:00pm – 4:30am
 - Town written permission required for work outside these hours, during weekends, or Town holidays.
- Other Items of Work (pg. 28-30)
 - Coordinate with Town and Facility Staff
 - No more than 20% of unprotected pool roof area exposed at a time.
 - Building Temperatures to be maintained during regular facility hours (85°F in pool, or 70°F +/- 5°F)
 - Driveways & Entrances to Remain Open
 - Dust Control
 - Bathrooms – Contractor to supply portable bathrooms, facility rest/locker rooms off-limits.

- Trash & Recycling – Contractor may not use facility trash cans or dumpsters, daily housekeeping required.
- Access to the Site and Lay-down Area
 - Access via Ida Lee Drive
 - Primary Work & Staging Area
 - Alternate Storage and Staging Area
- Safety
 - OSHA/VOSH Compliance
 - Signs & Work Area Barriers
 - Pedestrian Safety & Flagging, MOT Plan Submission
- Facility Protection
 - Facility shall remain in operation during regular facility hours
 - Contractor shall ensure Town, building staff and facility users are protected at all times.
- Permits
 - Building Permit – Obtained by Town, Transferred to Contractor
 - Trade Permits – Contractor Responsibility
 - Trailer Permit – Contractor Responsibility
 - Valid Business License
- Existing Conditions
 - Building & Site Utility Drawings Available Upon Request
- Addenda
 - Addenda #1 – Issued with bid due date and time, to be replaced by Addendum #2
 - Addenda #2 - Pre-bid Meeting and Bid Opening Information
- Comments / Questions
 - OAndrew (TOL) – *For assistance with registering and submitting electronic bids through eVA, Bidders are notified of the eVA Customer Care Number: 866-289-7367*
 - LPeters (Reliance Roofing): Who can we contact to schedule an on-site walk through?

Walkthroughs can be scheduled by calling either:

*Lott Bolden, Building Superintendent, (571) 233-7397, or
Christopher Kohr, Operations Manager, (703) 687-2444.*

IDA LEE RECREATION CENTER ROOF REPLACEMENT

IFB NO. 100314-FY21-32

PRE-BID MEETING

APRIL 29, 2021, 10:00AM



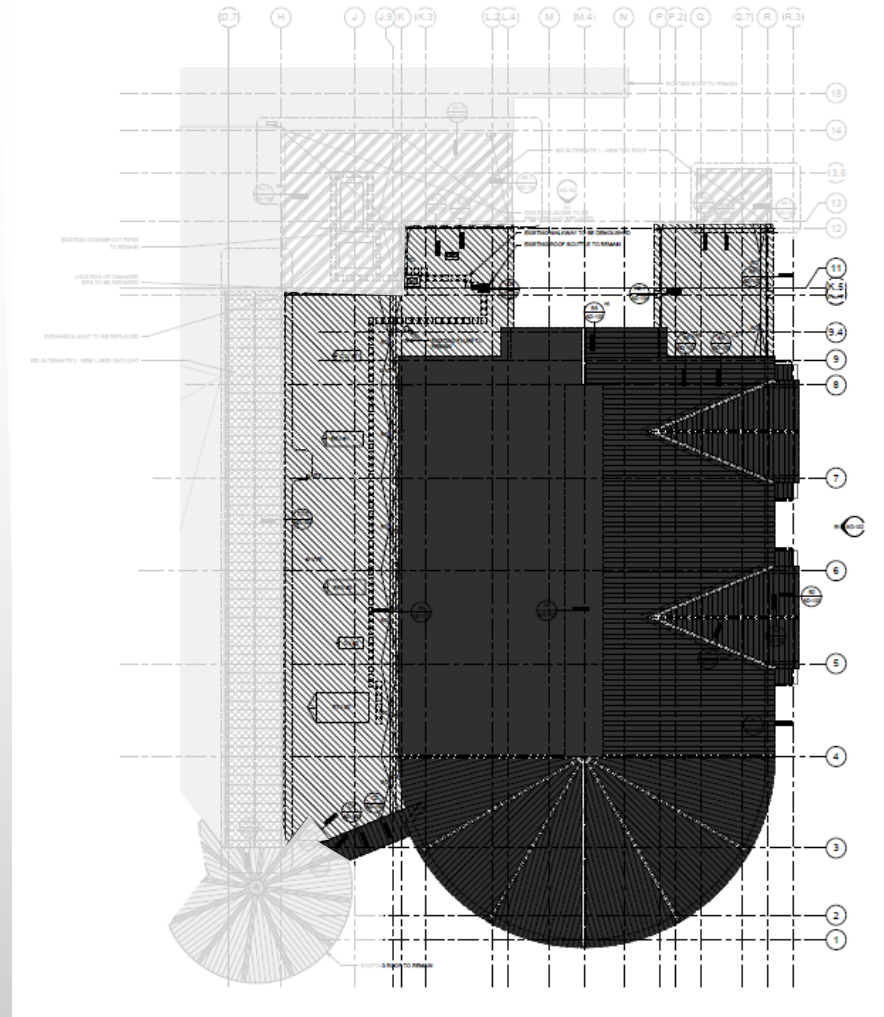
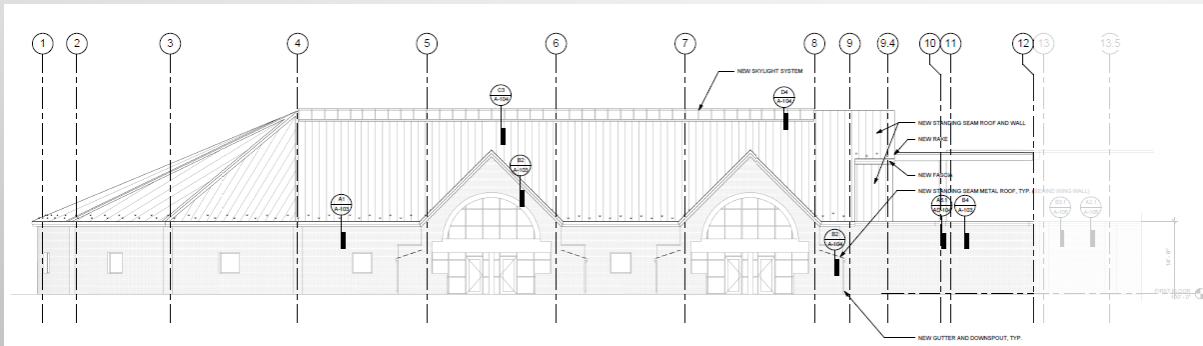
INTRODUCTIONS

- OCTAVIA ANDREW, CPPO, CPPB, VCO, CHIEF PROCUREMENT OFFICER, DFAS
OANDREW@LEESBUGVA.GOV
- RENEE LAFOLLETTE, P.E., DIRECTOR OF PUBLIC WORKS AND CAPITAL PROJECTS
RLAFOLLETTE@LEESBURGVA.GOV
- CHRISTOPHER KOHR, P.E., OPERATIONS MANAGER, PUBLIC WORKS & CAPITAL PROJECTS
 - CKOHR@LEESBUGVA.GOV
- LOTT BOLDEN, BUILDING MAINTENANCE SUPERINTENDENT, PUBLIC WORKS & CAPITAL PROJECTS
LBOLDEN@LEESBURGVA.GOV
- BIDDERS AND OTHER ATTENDEES



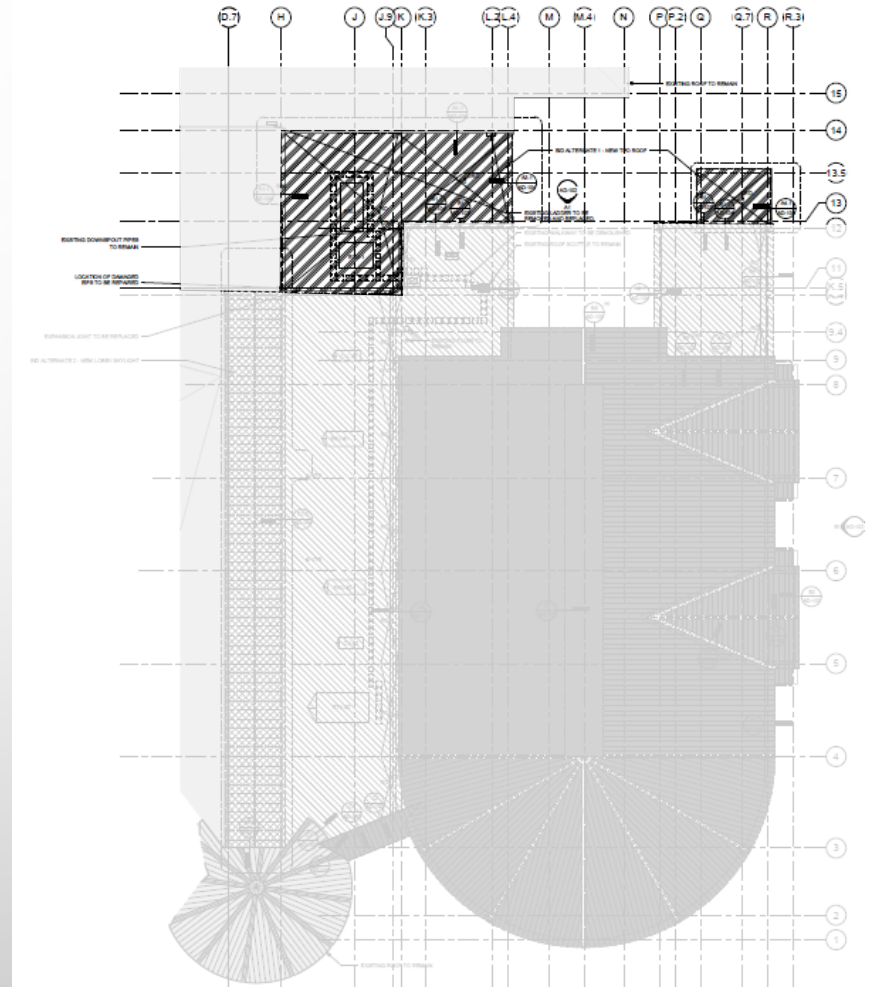
PROJECT OVERVIEW

- BASE BID
 - METAL SEAM POOL ROOF
 - POOL SKYLIGHT
 - TPO ROOF



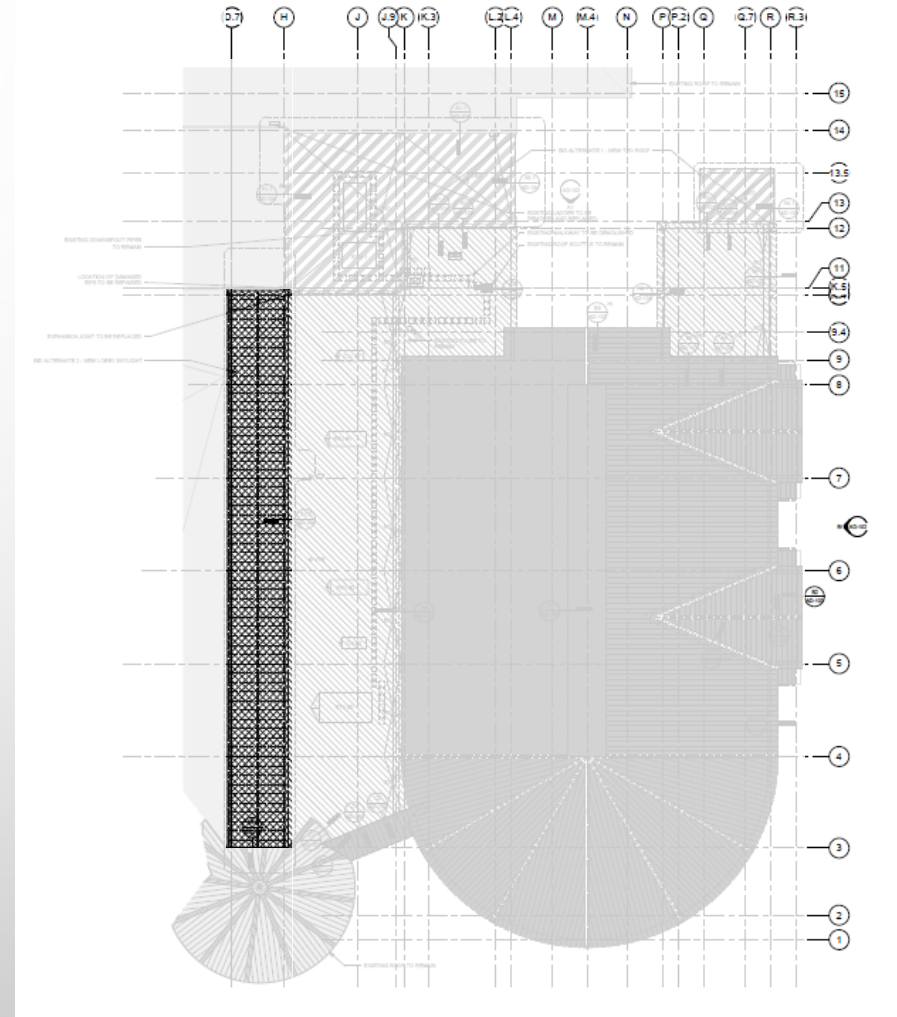
PROJECT OVERVIEW

- BID ALTERNATE 1
 - ADDITIONAL TPO ROOF



PROJECT OVERVIEW

- BID ALTERNATE 2
 - MAIN HALLWAY SKYLIGHT



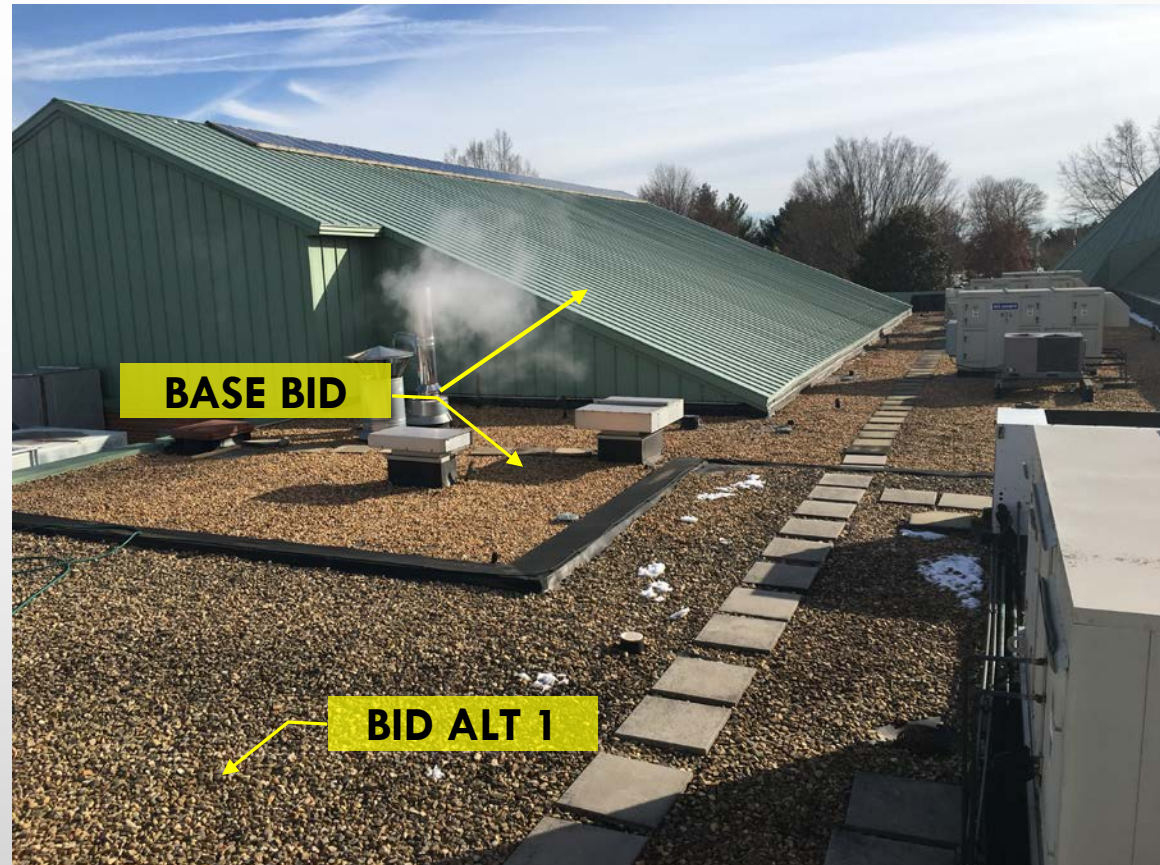
EXISTING CONDITIONS



- Building & Site Utility Drawings Available Upon Request

EXISTING CONDITIONS

- POOL ROOF/SKYLIGHT
- EXISTING BALLASTED ROOF



EXISTING CONDITIONS

- BID ALT 1 – EXISTING BALLASTED ROOF



EXISTING CONDITIONS

- BID ALTERNATE 2 – MAIN HALLWAY SKYLIGHT



BID FORM

- BIDS SUBMITTED ELECTRONICALLY ([HTTPS://EVA.VIRGINIA.GOV](https://eva.virginia.gov))
- BASIS OF AWARD – LOWEST RESPONSIVE & RESPONSIBLE BIDDER
- EXCLUDE TAX
- BIDS VALID 60 DAYS, NO ESCALATION
- ALTERNATES ADDED IN ORDER PENDING FUNDING
- ADDENDA AT EVA, TOWN BID BOARD
 - ADDENDA #1 – PRE-BID MEETING & BID OPENING INFORMATION



<https://www.leesburgva.gov/departments/finance/procurement/bid-board>

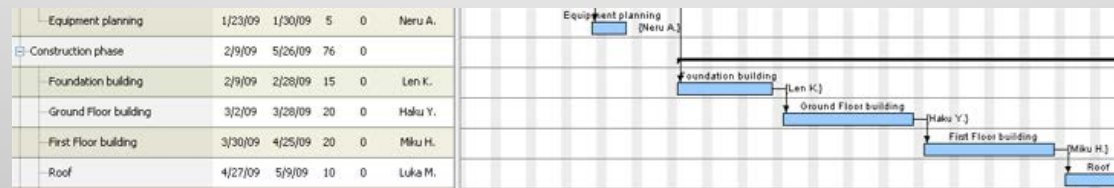
BID OPENING & QUESTIONS

- QUESTIONS DUE TUESDAY MAY 4, 2021, 5:00PM, CAPITALBIDQUESTIONS@LEESBURGVA.GOV
- BIDS DUE: THURSDAY MAY 13TH, 2021 AT 4:00PM
- BID OPENED: LIVE WEBEX MAY 13TH, 2021 AT 4:00PM
- BID BOND: 5% OF BIDDER'S TOTAL PRICE
- PROTEST PERIOD: 10 DAYS AFTER BID OPENING



SCHEDULE & WORK HOUR RESTRICTIONS

- SUBSTANTIAL COMPLETION: 120 DAYS AFTER NTP
- FINAL COMPLETION: 30 DAYS AFTER SUBSTANTIAL COMPLETION
- M-F, 5:00AM-5:00PM EXCLUDING HOLIDAYS
- SKYLIGHT GLASS, HOISTING, ETC. REQUIRING BUILDING EVACUATION – 10:00PM – 4:30AM
- WRITTEN PERMISSION REQUIRED FOR ALTERNATE WORKING TIMES



PERMITS

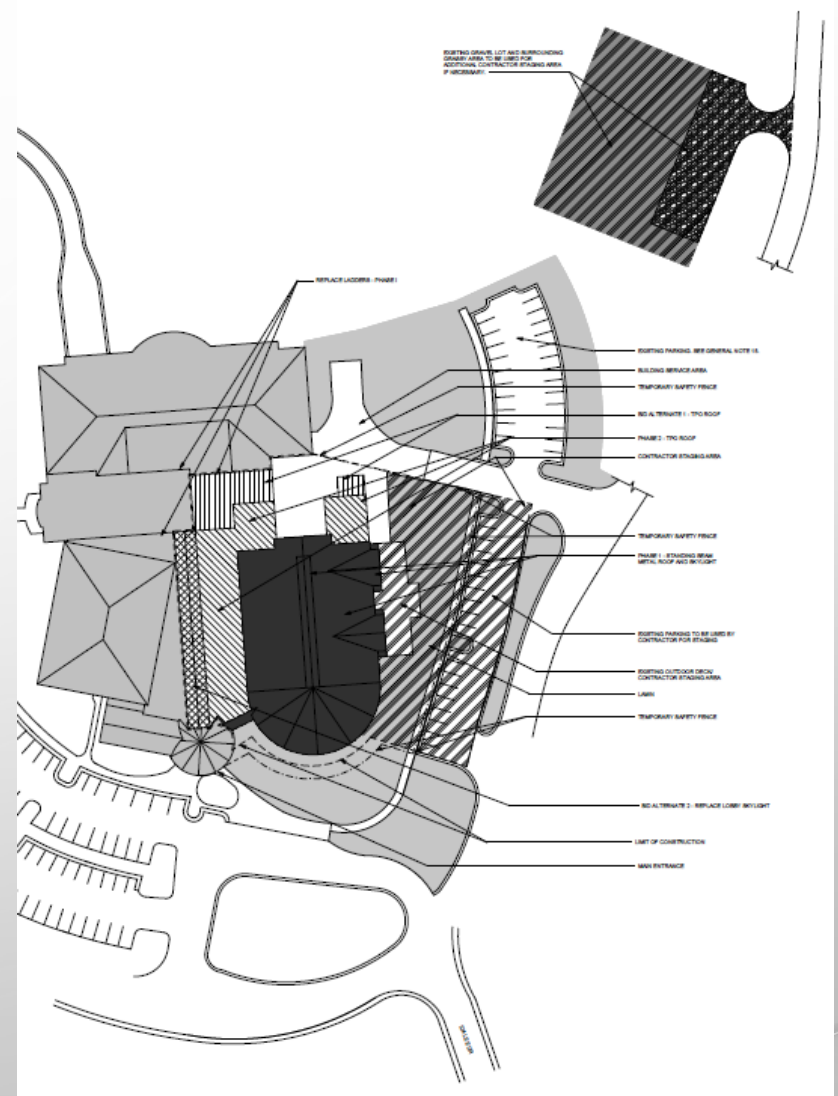
- BUILDING PERMIT – OBTAINED BY TOWN, TRANSFERRED TO CONTRACTOR
- TRADE PERMITS – BY CONTRACTOR
- TRAILER PERMIT – BY CONTRACTOR
- VALID BUSINESS LICENSE

<https://www.leesburgva.gov/departments/finance/taxes-fees/business-taxes#About>



WORK ZONE & ACCESS

- ACCESS VIA IDA LEE DRIVE
- PRIMARY WORK & STAGING AREA
- ALTERNATE STORAGE AND STAGING AREA
- REFER TO DRAWING G-101



OTHER ITEMS OF WORK

- FACILITY TO REMAIN IN OPERATION
- 20% OF UNPROTECTED POOL ROOF AREA EXPOSED AT A TIME.
- MAINTAIN BUILDING TEMPERATURES (85°F IN POOL, OR 70°F +/- 5°F)
- MOT PLAN SUBMISSION
- DRIVEWAYS & ENTRANCES
- CONTRACTOR BATHROOM
- TRASH & RECYCLING



QUESTIONS?



THANK YOU



Leesburg

the hometown of the 21st century

Project: Ida Lee Roof Replacement

IFB No. 100314-FY21-32



**Department of
Public Works &
Capital Projects**

Date & Time: Thursday, April 29, 2021, 10:00 A.M. EST

	Name	Organization	Phone	Email
1	Renee LaFollette, P.E.	Director, Public Works & Capital Projects	703-737-6071	rlafollette@leesburgva.gov
2	Octavia Andrew, CPPO, CPPB, VCO	Chief Procurement Officer, DFAS	703-737-7176	oandrew@leesburgva.gov
3	Christopher Kohr, P.E.	Operations Manager, Public Works & Capital Projects	703-687-2444	ckohr@leesburgva.gov
4	Walid Quttaineh	Project Manager, Public Works & Capital Projects	703-737-7055	wquttaineh@leesburgva.gov
5	Dewayne Brooks	Apex	689-500-1538	
6	Lenny Peters	Reliance Roofing	703-530-6100	
7	Wilfredo Bonilla	Bofam Contractors	703-982-3317	
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